

Application Information and Instructions (Planning)

Administered by the State Water Resources Control Board (State Water Board), Division of Financial Assistance (Division), the Financial Assistance Application is designed to help determine your eligibility for funding through the **Drinking Water State Revolving Fund (DWSRF)**

An overview of the financing process and the *Drinking Water State Revolving Fund Policy* can be found on the Division's web site at http://www.waterboards.ca.gov/drinking_water/services/funding/SRF.shtml

To streamline the review process, the application is divided into four packages:

- **General Information**
- **Technical**
- **Environmental**
- **Financial Security**

Instructions for each package are provided below.

Submitting Your Application

You can help the review process by ensuring your application contains accurate and complete information. To avoid delays in the processing of your application, we recommend the following:

- ✓ Contact the Division as early as possible to coordinate your application with your project's schedule; contact information is provided on the next page.
- ✓ Submit complete packages whenever possible.

(NOTE: Projects are funded based on a complete application. Partial packages may be submitted, but complete packages will be reviewed before incomplete packages; and complete applications will be reviewed and approved for financing first.)

- ✓ Have your legal counsel review the FAQs at http://www.waterboards.ca.gov/drinking_water/services/funding/SRF.shtml
- ✓ The Division's legal counsel will contact your legal counsel approximately eight weeks prior to execution of the financing agreement to discuss required legal opinion language.
 - Clearly type or print all information.
 - Sign and date the application where indicated.
 - Include all required attachments.

- 1) Apply online via the FFAST: <https://faast.waterboards.ca.gov>

To submit a DWSRF application in FFAST you must complete all the tabs in FFAST and attach the DWSRF Planning/Design Application. (Note: Attaching the Planning/Design Application is not the same as submitting the application. Once the DWSRF Planning/Design Application has been uploaded, you must still complete the application by clicking on the "Submit" button.) A project manager will be assigned once the DWSRF Planning/Design Application is submitted in FFAST. The project manager will help the applicant complete the application process.

To submit additional documents for the same project, **DO NOT** start a new application, instead click on the Submitted Applications link on the Main Menu and choose the project from the list of previously submitted applications. Open the Attachments tab, and then the Post-Submission sub-tab. Choose which document from the Attachment Category drop-down list and then select the file to upload. The project manager will receive an email notification letting them know you have submitted additional information for review.

The following FFAST resources are available online:

[Frequently Asked Questions](#)
[How-to-Videos](#)
[User Manual](#)

If you need assistance you can also contact the FFAST Help Desk, which is staffed Monday through Friday 8am through 5pm, at 1-866-434-1083 or FFAST_ADMIN@waterboards.ca.gov.

- 2) Send the application and attachments via email to drinkingwatersrf@waterboards.ca.gov.
- 3) Mail a CD and/or hard copy to:

State Water Resources Control Board
Division of Financial Assistance
ATTN: Marketing Unit
1001 I Street, 16th Floor, Sacramento, CA 95814
P.O. Box 944212
Sacramento, CA 94244-2120

CONTACT INFORMATION

If you have general questions regarding the program, contact the DWSRF at
(916) 327-9978
or

drinkingwatersrf@waterboards.ca.gov

If you already submitted a DWSRF Financial Assistance application and would like to know the status, please check the DWSRF Application Status Report at

https://www.waterboards.ca.gov/drinking_water/services/funding/documents/srf/dwsrf_app_status.pdf

If you have specific questions regarding the program or your application, please refer to the DWSRF Contact List on the Division's web site at

http://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/docs/dwsrf_contacts.pdf

Application Information and Instructions (Planning)

Section I – Type of Assistance Requested

Estimated Amount of Assistance Requested – Enter the estimated amount of assistance.

Project Title – Enter the title or name of the project.

Section II – Applicant Information

Water System No. – Enter the number of the water system.

Data Universal Numbering System (DUNS) No. – This number is required to receive DWSRF financing. If you don't already have a DUNS number, you can get more information at <http://fedgov.dnb.com/webform/index.jsp>

Applicant Name – Enter the entity that will be the legal signatory to a financing agreement.

Street Address, City, State, Zip – Enter the applicant's physical street address. The Zip+4 code can be found at <https://tools.usps.com/go/ZipLookupAction!input.action>.

Mailing Address, City, State, Zip – Enter the applicant's mailing address, if different from the street address. The Zip+4 code can be found at <https://tools.usps.com/go/ZipLookupAction!input.action>.

Congressional District(s) – Enter the Congressional district(s) where the project will be physically located. If the project will span multiple Congressional Districts (i.e., a pipeline project), list all affected districts. A map of California Congressional Districts can be found at <http://house.gov/representatives/find/>.

State Senate District(s) – Enter the State Senate district(s) where the project will be physically located. Refer to <http://findyourrep.legislature.ca.gov/>.

State Assembly District(s) – Enter the State Assembly district(s) where the project will be physically located. Refer to <http://findyourrep.legislature.ca.gov/>.

County – Enter the County where the project will be physically located.

Federal Tax ID No. – Enter the Federal tax identification number of the applicant.

Authorized Representative Name, Title – Identify the person who has the authority to represent the water system and sign documents pertaining to the funding application. If the water system is owned by a public agency or has a governing board, the application must include a copy of a resolution adopted by the governing body designating its authorized representative and authorizing the submission of a loan application. It is advisable to designate the title of the person authorized to sign rather than a specific person. The funding application must be signed by the authorized representative. If the system does not have a governing board, it must provide documentation supporting the authorization of the authorized representative.

Authorized Representative Phone No. – Enter the authorized representative's telephone number.

Authorized Representative Email Address – Enter the authorized representative’s email address.

Primary Contact Person Name – Enter the name of the person who is the day-to-day contact for the project. This person should be able to answer general questions about the project and application.

Primary Contact Person Phone No. – Enter the contact person’s telephone number.

Primary Contact Person Email Address – Enter the contact person’s email address.

Project Engineer and License No. – Enter the project engineer’s name and license number. DWSRF staff requests that a qualified engineer will prepare the Engineering Report required as part of the Technical Package.

There are many categories of engineering specialties. However, the engineer you select must be a professional engineer (PE) licensed by the state of California as a civil engineer, who has experience in design of public water systems or drinking water treatment facilities. It is illegal for engineers to undertake assignments they are not qualified to do.

Project Engineer Phone No. – Enter the project engineer’s telephone number.

Project Engineer Email Address – Enter the project engineer’s email address.

Environmental Contact Person Name – Enter the name of the contact person at the environmental firm for the project.

Environmental Contact Person Phone No. – Enter the environmental firm’s contact person phone number.

Environmental Contact Person Email Address – Enter the environmental firm’s contact person email address.

Legal Counsel Name – Enter the name of the applicant’s legal counsel.

Legal Counsel Phone No. – Enter the legal counsel’s telephone number.

Legal Counsel Email Address – Enter the legal counsel’s email address.

Davis-Bacon Contact Person Name – Enter the name of the Davis-Bacon contact person.

Davis-Bacon Contact Person Phone No. – Enter the Davis-Bacon contact person’s telephone number.

Davis-Bacon Contact Person Email Address – Enter the Davis-Bacon contact person’s email address.

Section III - Project Information and Proposed Schedules

Project Description – Provide a brief description of the project.

Water System Permit No. – Provide the water system permit number. If applicable, you may attach any amendments to the General Package.

Population

Estimate the population served on an average daily basis by the water system and briefly describe how the population was determined. In addition to the population served by the entire water system, please include the population specifically benefitting from this project. If estimating a population served, the estimation shall be determined using one of the following methods:

- i. Utilize the most recent U.S. census data, or most recent special census data certified by the California Department of Finance for the service area served by the water system (<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml#none>):
 1. For community water systems, the estimation should consider the permanent population of the community.
 2. Seasonal community systems should use the average population served by the system during the peak period in which the system is in operation.
 3. Non-community water systems should use the average daily population served during the periods that the system is in operation.
 4. Wholesalers or entities that deliver water to another water system should contact their respective State Water Board, Division of Drinking Water District Office to help calculate the appropriate number of population served.
- ii. Multiply the number of service connections served by the water system by 3.3 to determine the total population served; or
- iii. Determine the total number of dwelling units or efficiency dwelling units as defined in the Uniform Building Code (Title 24, California Code of Regulations), the number of mobile home park spaces and the number of individual business, commercial, industrial and institutional billing units served by the water system and multiply this total by 2.8 to arrive at the total population served by the water system.

Connections

Provide the total number of active service connections that are currently and directly served by the water system. This includes all domestic, residential, industrial, commercial, and other connections. Also, briefly describe how the number of service connections was determined and indicate the number of active service connections specifically benefitting from this project.

- Wholesalers, or entities that deliver water to another water system, should contact the State Water Board's Division of Drinking Water District Office for help to determine the appropriate number of service connections.
- Non-community water systems do not need to fill out this section and should indicate "not applicable" on the form.

Estimated Project Schedule – Provide an estimated or actual date for the following:

- Complete Planning Application
- General Information Package
- Technical Package (Planning)
- Environmental Package (Planning)
- Financial Security Package (Planning)

Consultation with Other Agencies – Provide the following:

- Name of other Federal and State agencies involved in this project (e.g. planning, CEQA/NEPA consultation, funding, etc.)
- Contact information for the named agencies
- Estimated dates for resolution of any issues

Partnering Agencies – Provide the name and contact information of all other agencies that will participate in the permitting/review of this project or are served by this project.

Section IV – Managerial Information

1. **Classification of Water System** – Check the box that represents your type of water system. If you are unsure of the classification of the system, refer to the system’s domestic water supply permit or refer to the *Decision Tree for Classification of Water Systems* flow chart located at http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/publicwatersystems/DecisionTreeforClassifyingWaterSystems_Detailed_08-2012.pdf.
2. **Ownership of the Water System** – Check the box that corresponds to the ownership of the water system. Non-community water systems are only eligible for DWSRF funding if they qualify as a non-profit entity. Non-profit owners of non-community water systems must include the appropriate IRS non-profit ID number and Tax Exempt Status form IRS 501(c). Privately owned systems must include a copy of the fictitious name statement. Corporations must provide a copy of their Articles of Incorporation (label as **Attachment G1**).

The following is a list of ownership documentation for the different types of for-profit or non-profit private water systems, Please submit copies of all of the ownership documentation that corresponds to the water system’s ownership type.

Limited Liability Corporation	Partnership
IRS K-1 Corporation Documentation. Articles of Organization Bylaws/Executed Operating Agreement(s)	Partnership Agreement(s) IRS K-1 Corporation Documentation (if applicable). Majority owner’s last three years of personal tax returns.
For-Profit Corporation	Non-Profit Corporation
Articles of Incorporation Bylaws/Executed Operating Agreement(s) Filing documents for Fictitious Business Name (DBA)	Articles of Incorporation Bylaws/Executed Operating Agreements IRS Tax Exempt Determination IRS 501 C Filing documents for Fictitious Business Name (DBA)
Sole Proprietorship	Other
Fictitious Name Certificate Schedule “E” or “C” of tax returns	Grant deeds, quitclaim deeds, etc. on land

If the Applicant is a Municipality, indicate if the Applicant is a Charter City.

If your water system is a Corporation (i.e. incorporated mutual water company), Limited Liability Company, Limited Partnership list your water system's California Secretary of State Entity Number as well as your water system's filing status with the California Secretary of State.

Information relating to a Corporation's, Limited Liability's, Limited Partnership's or Incorporated Mutual's filing with the Secretary of State can be found at the following website:

<http://kepler.sos.ca.gov/>.

3. **Does the California Public Utility Commission (CPUC) regulate your system?** – Indicate whether your water system is regulated by the CPUC. A list of all matters relating to your water system that are currently pending before the CPUC must be provided with your application for DWSRF funding (label as **Attachment G2**). Water systems regulated by the CPUC must obtain CPUC approval to enter into a funding agreement for a DWSRF financing.
4. **Names, titles and duties of key officers** – Provide the name, title, and duties of key officers of the water system. If there are more than three individuals, submit an organization chart showing the names, titles, and the reporting relationship of all key persons involved with the operation of the water system (label as **Attachment G3**). The organization chart does not need to describe all personnel employed by the system, only those persons that have primary responsibilities for making decisions that affect the operation of the water system.
5. **Is there any pending litigation?** – Indicate if there is any litigation pending relative to the operation of the water system or the proposed project. If yes, submit a description of the litigation and the potential costs (label as **Attachment G4**).
6. **Is the applicant leasing land or major water system facilities?** – Indicate if the applicant is leasing land or any major water system facilities. If yes, describe the terms of the lease and submit a copy of the lease agreement (label as **Attachment G5**). If the lease is critical to the location or operation of the proposed project facilities, the term of the lease must be equal to or greater than the loan repayment period of the DWSRF financing.
7. Include a general map of the service area/boundaries (label as **Attachment G6**)
8. For Construction Projects Only
Does the applicant have a contract with a private firm or another agency? Indicate if the applicant has a contract with a private firm or another agency for the operation of the facility to be financed. If yes, indicate the name of the firm or agency and term (in years) of the agreement and submit a copy of the agreement (label as **Attachment G7**).

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

The authorized representative is the person who has the authority to sign and submit the application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

- ✓ Print the name and title of the authorized representative.
- ✓ Sign and date the application.

Attachment Checklist

- ✓ G1 – Ownership Documentation
- ✓ G2 – CPUC Documentation (if applicable)
- ✓ G3 – Organization Chart (if applicable)
- ✓ G4 – Pending Litigation (if applicable)
- ✓ G5 – Lease Agreement (if applicable)
- ✓ G6 – Service Area Map
- ✓ G7 – Operating Agreement (if applicable)

Technical Package (Planning)

Applicant (Entity) Name – Enter the entity that will be the legal signatory to a financing agreement.

Project Title – Enter the title of the project.

Contact Person and Phone – Enter the name and phone number of the day-to-day contact for the project. This person should be able to answer general questions about the project and application.

Section I – Technical Information

1. Describe the water system and its facilities. Include thorough details of source(s), storage, treatment, and the distribution system. Attach a schematic/map of the system which includes existing facilities (**Attachment T1**).
2. Describe the problem being addressed by the planning project and attach supporting documentation regarding the problem (**Attachment T2**).
3. Indicate if an analysis of alternatives has been completed. If yes, submit a copy of the analysis (**Attachment T3**).
4. Provide a scope that includes each task to be performed during the planning project (**Attachment T4**).

5. **Certifications**

a) **Certification for Compliance with Water Metering Form**

Water Code sections 525 through 529.7 prohibit water purveyors, both agricultural and urban, from receiving State funds if metering requirements are not met. If you are an urban water supplier (i.e., supply to more than 3,000 customers or supplying more than 3,000 acre-feet annually), you must comply with this requirement. Provide a signed Certification for Compliance with Water Metering Form (**Attachment T5a**). Please consult with your legal counsel and review sections 525 through 529.7 of the Water Code before completing this certification.

b) **Reserved** – This is a placeholder. No attachment required.

6. Provide a copy of the water system's permit (**Attachment T6**).
7. If available, provide an Engineering Report (**Attachment T7**).

Section II – Water Rights, Water Conservation and Urban Water Management

1. **Describe the nature of the water rights applicable to your water source.** Attach water rights documentation related to water source (**Attachment T8**). If you have questions regarding whether a petition is required you may contact Patricia Fernandez with the Division of Water Rights at (916) 319-9241 or pfernandez@waterboards.ca.gov.

Prior to the State Water Board's approval of the project, specific water conservation and urban water management requirements must be achieved.

Check (✓) the box (es) that apply to your project.

2. **Water Conservation**

Check (✓) the box indicating if you are a retail water supplier in compliance with the State Water Board's emergency drought regulations at Section 863-865 of title 23 of the California Code of Regulations.

3. **Urban Water Suppliers** (an urban water supplier to more than 3,000 customers or supplying more than 3,000 acre-feet annually) must fulfill one of the following:

- Approved Water Conservation Program on file with the State Water Board
- Submit a copy of your developed Water Conservation Program for approval by the State Water Board (**Attachment T9**)
- Provide proof that you signed the "Memorandum of Understanding Regarding Urban Water Conservation in California" (**Attachment T10**)
- Provide proof that you submitted an Urban Water Management Plan (UWMP) to the Department of Water Resources (DWR) per Water Code Section 10653 (**Attachment T11**)

4. **Urban Water Management**

Check (✓) the box indicating if you are an urban water supplier as defined in Water Code Section 10631.5.

5. **Water Diversion Reporting**

Check (✓) the box indicating if you are a water diverter in compliance with Water Code Section 5103. For information see:

http://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/

Attachment Checklist

- ✓ T1 – Schematic/Map of System and Facilities
- ✓ T2 – Supporting Documents of the Problem
- ✓ T3 – Analysis of Alternatives (if applicable)
- ✓ T4 – Scope of the Project (see outline in the Technical Package)
- ✓ T5a – Certification for Compliance with Water Metering Form
- ✓ T6 – Water System Permit
- ✓ T7 – Engineering Report (if available)
- ✓ T8 – Water Rights Documentation (if applicable)
- ✓ T9 – Water Conservation Program (if applicable)
- ✓ T10 – Memorandum of Understanding (if applicable)
- ✓ T11 – Urban Water Management Plan (if applicable)

Environmental Package (Planning)

Detailed information, including statutes and guidelines on the California Environmental Quality Act (CEQA), can be obtained at <http://resources.ca.gov/ceqa/>. A CEQA Process Flowchart that shows interaction points between lead and responsible agencies can be found at http://www.waterboards.ca.gov/water_issues/programs/grants_loans/docs/environmental_review/ceqa_process_flow_chart.pdf.

Applicant (Entity) Name – Enter the entity that will be the legal signatory to a financing agreement.

Project Title – Enter the title of the project.

Project Number – Enter the assigned DWSRF project number.

Contact Person and Phone – Enter the name and phone number of the day-to-day contact for the project. This person should be able to answer general questions about the project and application.

I. CEQA Status

1. Indicate if a CEQA document has been completed which identifies any portion of the planning project.

If yes, submit the document name, lead agency approval date, and State Clearinghouse Number. Also attach a copy of the final document and the Notice of Exemption/Determination (**Attachment E1**).

2. Indicate if a CEQA lead agency has been identified for the planning project. (If the applicant is a **public agency**, then they are their own CEQA lead agency and must file a Notice of Exemption stating the water system will be utilizing Drinking Water State Revolving Funds to conduct a planning study.)

If yes, list the CEQA lead agency and attach a copy of the Notice of Exemption that was filed at OPR and the County (**Attachment E1**).

Exemptions are described as:

- **Statutory** – no ground disturbing activities
Feasibility and Planning Studies (CCR, Title 14, Article 18, Section 15262)
- **Categorical** – project includes pilot studies, test wells, grading boreholes, etc.
Class 6, Information Collection (CCR, title 14, Article 19, Section 15306)

II. General Information

1. Describe any grading, excavation, pilot wells, or other ground-breaking activities that may be a part of the planning project. Include a parcel or project schematic map (**Attachment E2**).
2. List and describe any other related permits and/or other public approvals required including those requiring local or state approvals.
3. Indicate if the project is located in any of the designated areas listed.
4. Indicate if the project involves any of the listed unusual circumstances. For “yes” answers, discuss the possibility of significant environmental impact resulting from the unusual circumstance. Use attachments if necessary (**Attachment E3**).

Attachment Checklist

- ✓ E1 – CEQA Document (if applicable)
- ✓ E2 – Parcel or Project Schematic Map
- ✓ E3 – Unusual Circumstances (if applicable)

Financial Security Package (Planning)

Applicant (Entity) Name – Enter the entity that will be the legal signatory to a financing agreement.

Project Title – Enter the title of the project.

Contact Person and Phone – Enter the name and phone number of the day-to-day contact for the project. This person should be able to answer financial questions about the project and application.

1. Financing Amount Requested

Estimate the project costs to be funded with State Water Board DWSRF funds. This amount should match the Amount of Assistance Requested in Section 1 of the General Information Package.

2. Term Requested

Indicate the financing term you are requesting: 5-year.

3. Other Project Funding Sources

Describe how the total project will be financed.

- ✓ Enter the name(s) and type(s) of all funding sources.
- ✓ Enter the amount of funds you expect to receive from each source.
- ✓ Check the appropriate box to indicate whether the other sources of financing have been applied for, approved by the funding agency, or received by the applicant.
- ✓ Submit copies of other funding sources commitment or debt documents.

Example: DWSRF financing \$1,000,000
USDA grant \$ 500,000
Applicant Agency portion \$ 250,000

4. Current Year Median Household Income

Enter the estimated Median Household Income (MHI) for the proposed project service area, using the most recent income survey. If an income survey is not available, MHI estimates may be found at the Census Bureau website at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml#none>. Enter “Median Household Income in the Past 12 Months” and the municipality name into the Quick Search box. If you cannot locate data for your community, you may contact the Division at DrinkingWaterSRF@waterboards.ca.gov for additional assistance. **MHI determinations are considered preliminary and will be finalized once the complete application is reviewed.**

5. Current Year Estimated Population Served

- a. Enter the estimated population of the water system’s service area.

- b. Place a check (✓) in the box if less than 50% of residences are permanently occupied.

6. Active Service Connections

If active water service connections are currently and directly served by the water system, enter the following for each applicable connection type:

- ✓ Number of active water service connections that are currently and directly served by the water system
- ✓ Current monthly service charge
- ✓ Projected monthly service charge that will be in place after the proposed project is completed
- ✓ Average monthly billing for the last 12 months

Rate increase effective date for projected monthly service charges – Enter the estimated date that the projected monthly service charges will go into effect (if unknown, assume one year after construction completion).

7. Projected Annual Operations and Maintenance Costs

Enter the estimated annual costs to operate and fully maintain the proposed project after it is complete. Operations and maintenance costs include staff salaries, chemicals, utilities, warranties, routine repair and replacement, laboratory services, billing and collection and life-cycle costs. The consulting engineer should have included these costs in the Project Report. (Attachment T1).

8. Discussion of Material Events, Material Obligation Conditions, and Any Debt Limit

Identify any current, prior, or pending material events such as bankruptcy, defaults, litigation, grand jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit.

9. Water Rate Study

Indicate whether a water rate study has ever been performed on your water system as well as the date of the study and subsequent findings. If you respond yes, please submit a complete copy of the Water Rate Study.

ATTACHMENTS CHECKLIST

F1- Audited Financial Statements: Provide COMPLETE audited financial statements; or federal tax returns if applicant/water system is not required to complete audited financial statements; for the most recent three years. Refer to the schedule below:

Application Date	Required Financial Statements
January 1 st through June 30 th	Most recent three years, including last Fiscal Year. Example: Application on March 1, 2017, requires Financial Statements for Fiscal Years 2013/14; 2014/15; and 2015/16

July 1 st through December 31 st	Most recent three years prior to current Fiscal Year. Example: <i>Application on September 1, 2017, requires Financial Statements for Fiscal Years 2014/15; 2015/16 and 2016/17</i>
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Identify any restricted funds and the reason for the restrictions as well as all sources of security to be pledged. If using real property, provide at least two appraisals of the value, how the value was determined, and whether the property is currently pledged as security on any other debt.

F2- Budgets or Projections: Budget or Projections are only applicable for Planning Loans.

Sample of a Budget or Projections

Operating Revenue	Adopted Budget 2015/16	Projections 2016/17
Water Sales	\$2,552,866	\$2,680,509
Utility Billing Charges	\$830,000	\$871,500
Water Discharge Fee	\$15,000	\$15,750
Connection Fees	\$475,000	\$498,750
Other Income	\$25,000	\$26,250
Other Non-Operating Revenue		
Interest Income	\$7,000	\$7,350
Property Tax	\$1,200,300	\$1,260,315
Other Misc. Income	\$2,000	\$2,100
Total Revenue	\$5,107,166	\$5,362,524
Operating Expenses		
Salaries	\$1,500,000	\$1,575,000
Water Purchases	\$1,200,000	\$1,260,000
Operating Supplies	\$500,000	\$525,000
Repair and Maintenance	\$78,000	\$81,900
Professional Fees	\$30,000	\$31,500
Legal	\$20,000	\$21,000
Lease/Rents	\$950,000	\$997,500
Utility Billing Service	\$300,000	\$315,000
Total Operating Expenses	\$4,578,000	\$4,806,900
Net Revenue	\$529,166	\$555,624
Existing Debt Service	\$93,000	\$93,000
Total Net Revenue after Debt Service	\$436,166	\$462,624

F5 – Authorizing Resolution/Ordinance (for use by publicly owned entities): This resolution or ordinance designates the Authorized Representative(s) for the project, who will have the authority to sign and submit the DWSRF application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

- ❖ To minimize the potential for problems, use the exact language in the template resolution.
- ❖ Enter the title of the Authorized Representative, NOT a person’s name.

- ❖ Do not modify the words financing or financial assistance to other terms such as “loan”, “grant”, or “principal forgiveness”. Use of these terms will create legal complications; the terms “financing” and “financial assistance” are broad enough to be applicable to all of the above.
- ❖ It is not necessary to specify the requested amount of financing. If you do specify an amount, to allow some flexibility, please specify the maximum anticipated amount of financing as follows: “Financial assistance shall not exceed \$_____.”

F6 – Rate Adoption Resolution: Attach a copy of the most recent board resolution, ordinance, or similar document which approved the water rates adoption currently in place.

F7 – Pledged Revenues and Fund(s) Resolution: Federal law requires applicants to establish a dedicated source of revenue for repayment. The financing agreement will identify the pledge revenue(s) and fund(s) (PRF). The majority of DWSRF applications for Water projects are secured with “the Water Enterprise fund and Net Revenues thereof”. If your DWSRF financing agreement will also be secured with other PRFs such as special assessments or a special tax, the template language will need to be modified accordingly. If you are uncertain as to the appropriate wording, a draft version may be submitted with the initial application. A reserve fund may also be required. Resolution is not required if the applicant is a Small DAC/SDAC applying for one hundred percent grant/principal forgiveness funding.

F7a – Corporate Resolution to Apply, Borrow and Grant Security (for use by corporations): This resolution designates the Authorized Representative(s) for the project, who will have the authority to sign and submit the DWSRF application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, certify disbursement requests, grant security interest, and authorize State Water Resources Control Board to perform any acts necessary to perfect security.

- ❖ To minimize the potential for problems, use the exact language in the template resolution.
- ❖ Enter the title of the Authorized Representative, NOT a person’s name.

F7b –Other Entity Type: If you are a limited partnership, general partnership, trust, or sole proprietor please contact the Division of Financial Assistance for guidance on the documentation required for designating an Authorized Representative.

F8 – Existing Related Debt: Submit a schedule of all material debt secured by the PRF or the system, along with a copy of each relevant debt document (e.g., loans, private placements, bond indentures, installment sale agreements, etc.). If there are any pending debts, provide draft or estimated information. This schedule will be an exhibit to the DWSRF financing agreement and will rank related debt according to priority in relation to the proposed DWSRF debt (senior, parity, or subordinate tier). If the applicant has no other debt (except other DWSRF debt), the Authorized Representative must provide a letter stating this. In most cases, the DWSRF debt will be on parity with related debt. Applicant needs to provide the website link or PDF copy of their debt management policy. **The schedule of all material debt and copy of debt documents are not**

required if the applicant is a Small DAC/SDAC applying for one hundred percent grant/principal forgiveness funding.

F9- Debt Management Policy: Applicant needs to provide the website link or PDF copy of their debt management policy. Guidance on Complying with SB 1029 Release Date: December 28, 2016- <http://www.treasurer.ca.gov/cdiac/sb1029/guidance.pdf> (not applicable if 100% grant/principal forgiveness funding).

F10 – New Special Tax, Assessment District, or service charge projections if applicable, provide budget projections based on proposed taxes, fees, charges or assessments (*No template exists*). Label the projections as Attachment F10.

F11 – Relevant Service, Management, Operating, or Joint Powers Agreements: If applicable, provide a copy of any relevant, service, management, operating or joint powers agreements and any amendments (*No template exists*). Label the agreement as Attachment F11.

F12 – Future Capital Needs: The applicant should describe any capital improvement plans and the long-term indebtedness needed to fund its future capital improvements. The applicant must provide any formal CIP it has to the Division (*No template exists*). Label the CIP as Attachment F12.